

College of Charleston

Fall 2017

POLI 211.01: Introduction to Public Policy

CRN: 13292

3 credit hours

Maybank Hall, Room 316

Tuesdays and Thursdays: 10:50 – 12:05 p.m.

Professor: LaTasha Chaffin

Office Hours: (114 Wentworth, Room 204; Tuesdays & Thursdays 9:30 – 10:30 a.m. and 2 - 3 p.m. (or by appointment)

Email: chaffinly@cofc.edu (preferred method of contact outside of classroom time/office hours)

Office Phone/Voicemail: 843-953-1036

POLI 211 Course Introduction & Learning Outcomes: This course provides an introduction to the process of public policymaking in the United States and to selected substantive policy areas. A significant portion of the course is devoted to undergraduate research. The goals of the course are to enable students to 1) analyze the policymaking process, 2) develop substantive policy expertise in an issue area, 3) participate effectively in the policy process, 4) conduct secondary and primary research and 5) write a social science research paper using theoretical models to guide research and frame case description. Students are expected to be active and interactive participants in class and proactive researchers. Students will read, discuss, research, write, present and teach. Several exams and interim assignments will build toward a final product: a research paper in which students demonstrate an understanding of the policy process *and* the substance of policy in a domestic policy issue area of their choice.

Department of Political Science Course Learning Outcomes:

- Understand the public policy process in the US
- Apply various public policy models to real world policy issues
- Analyze the merits of public policy debates
- Analyze the merits of alternative policy solutions to public problems

Required Texts & Additional Resources:

Anderson, James E. (2015). *Public Policymaking* (8th Edition). ISBN-10: 1285735285 or ISBN-13: 9781285735283. Wadsworth Cengage Learning. Available at the College of Charleston Bookstore at: <http://cofc.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=65075> or through Cengage at: <http://www.cengage.com/c/public-policymaking-8e-anderson#compare-options-banner> (Textbook is required).

**Additional required readings will be made electronically available through the OAKS system, accessible in MyCharleston.

Course Procedures:

Communication –The primary method of communication from the instructor to the class outside of classroom time and office hours will be to your College of Charleston email. There will also be announcements, readings, lecture slides and assignments posted in OAKS. It is your responsibility to ensure that your accounts are active, and that you are checking them regularly in order to access and receive course updates, assignments and materials.

Behavior – Please be respectful and courteous of all students and the professor. This means being on time to class, using sound judgment by not engaging in conversations with other students during the lecture, and not exhibiting distracting behaviors such as eating, sleeping, surfing the internet and/or reading materials that are not related to the course or the class discussion.

Cell Phones & other Electronic Devices – You are expected to have your cell phones/electronic devices turned off or on silent during class discussions. It is a distraction to the instructor and your classmates if your cell phone and/or electronic device sounds during a lecture. Texting, playing games and/or surfing social media on your cell phone/electronic device are prohibited during class.

Laptops – Laptops & other electronic devices used to take notes are allowed. However, surfing the internet, including social networking sites such as Facebook, Twitter or Instagram or sending emails, text messages or playing computer games are distracting to the class and unacceptable. If inappropriate uses of your laptop and/or other electronic devices are detected during lecture, your privileges to utilize a laptop/electronic devices in class will be revoked.

Academic Honesty - You are responsible for making yourself aware of and understanding the College of Charleston Student Handbook policies including the Honor Code pertaining to Academic Honesty found at: <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php> and <http://studentaffairs.cofc.edu/honor-system/studenthandbook/2017-2018-student-handbook.pdf>

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student's actions are related more to a misunderstanding will be handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student's file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student's transcript for two years after which the student may petition for the X to be expunged. The F is permanent. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration--working together without permission-- is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others' exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the Student Handbook at <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php>

You should consult with **the instructor** if you are uncertain about an issue regarding academic honesty prior to the submission of an assignment or an exam.

Violations of academic honesty include (but are not limited to) the following offenses:

- 1) Claiming as your own work a paper written by another student.
- 2) Turning in a paper that contains paraphrases of someone else's ideas but does not give proper credit to that person for those ideas.
- 3) Turning in a paper that is largely a restatement in your own words of a paper written by someone else, even if you give credit to that person for those ideas. The thesis and organizing principles of a paper must be your own.
- 4) Turning in a paper that uses the exact words of another author without using quotation marks, even if proper credit is given in a citation, or that changes the words only slightly and claims them to be paraphrases.
- 5) Turning in the same paper, even in a different version, for two different courses without the permission of both professors involved.
- 6) Using any external source (e.g. notes, books, other students) for assistance during an in-class exam, unless given permission to do so by the professor.

Code of Conduct – Please be aware of the Student Code of Conduct at the College of Charleston which specifically forbids: "Verbal abuse, defined as use of derogatory terms, foul or demeaning language, which may be accompanied by a hostile tone or intense volume of delivery." The link to the Student Code of Conduct is: <http://studentaffairs.cofc.edu/honor-system/studenthandbook/documents-pdfs/2014-2015-student-handbook.pdf>

Center for Disability Services – The College of Charleston will make reasonable accommodations for a student with a documented disability. If you are in need of accommodations for this course due to a disability, please contact the Center for Disability Services at SNAP@cofc.edu or (843) 953-1431. Then, come and talk to me ideally within the first two weeks of class so we can put your accommodations in place within the classroom. I am very willing to make any adjustments necessary to address all student needs.

Center for Student Learning - I encourage you to utilize the Center for Student Learning's (CSL) academic support services for assistance in study strategies, speaking & writing skills, and course content. They offer tutoring, Supplemental Instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and the services are available to you at no additional cost. The CSL is located on the first floor of Addlestone Library and they can assist you with writing term papers, essays, letters, memos or book reviews from developing ideas and organizing materials to editing final drafts (in addition to other services). For more information regarding these services please visit the CSL website at <http://csl.cofc.edu> or call (843)953-5635.

Counseling - Confidential counseling and substance abuse services are available at the Robert Scott Small Building (located off the Cougar Mall), Suite 300. You may call 843-953-5640 for an appointment.

Course Withdrawal – *Please note that dropping a class involves more than just not attending.* Excessive absenteeism can result in a poor grade. Please contact the registrar's office to verify course withdrawal procedures. The last day to drop for full semester courses with a grade of "W" is Thursday October 26, 2017. The contact number for the Office of the Registrar is 843-953-5668 or registrar@cofc.edu *Please consult the registrar's office before dropping a course.*

Course Requirements:

Attendance & Participation – *It is your responsibility* to attend lectures and obtain the information and materials disseminated during lecture periods. You are also expected to read all of the assigned readings prior to class and be prepared to discuss these readings during the class period.

An attendance sheet will be distributed during each class period. It is your responsibility to ensure that you sign the attendance sheet each class period. Under no circumstances, can another student sign the attendance sheet for you. *Please be aware that poor attendance is a primary reason for students' receiving poor grades and that you cannot participate in class unless you attend class.* **Therefore excessive absenteeism and lateness will affect your attendance & participation grade. Additionally, in class writing assignments, case studies or other participation assignments cannot be made up.** ****However, if needed, students will receive credit for one (1) missed in-class assignment.***

Some participation in class discussion is expected. You do not have to say something every time we meet, but please speak up with a considered opinion or thoughtful question occasionally. Attendance is required because what is in the book and other assigned reading materials are only part of what we will cover and classroom interaction is a crucial way that we learn about the public policy process.

Important Note: Non-urgent/non-emergent situations (i.e. wedding, family vacation, employment or internship interviews or service, volunteer activities, medical and/or counseling appointments, etc.) should be addressed by the student during times that do not interfere with the student's course schedule, just as one would if s/he was seeking time off from an employer.

However, you are permitted up to two (2) unexcused absences and two (2) late arrivals with no penalty (Important: NOT including Roundtable Presentation Class Session). ***For any unexcused absences past two or late arrivals past two, there will be a two percentage point deduction from your attendance grade for each absence and a one point percentage point deduction for each late.*** ****** However, if you are absent or late, you are still responsible for ensuring that you have read all readings and that you have obtained all information disseminated in class. The instructor is not responsible for updating you when you are willfully absent or late. Please obtain this information from your classmates.**

IMPORTANT NOTE: Again, **two percentage points** will be **deducted** from the "attendance and participation" component of the grade **for each unexcused absence** from a **regular class meeting (beyond the two absences/two lates allowed)**. **However, the two approved absences/two lates for any reason does not include class sessions where roundtable presentations take place. Four percentage points will be **deducted** for each unexcused absence ***from a roundtable class.*****

In the event that a student misses a class with a legitimate, *documentable* reason, that student may bring documentation to the Absence Memo Office located at 67 George Street (between Stern Center and Glebe Street) where the student may fill out a form with a schedule of missed class (es), dates missed, etc. A representative from the Absence Memo Office will notify the appropriate faculty by e-mail. The only way **absences and lates will be considered by the instructor for excusing (outside of the allowed unexcused two absences/two lates), is if the reason for absence/late is documented (e.g. medical note or obituary) and accepted by the absence memo department.** A link to the Absence Memo office website/guidelines is:

<http://studentaffairs.cofc.edu/about/services/absence.php>

Attendance & Participation is assessed at 10% of your final course grade.

In-Class and Out of Class Writing Assignments/Case Studies – There will be in-class and out-of-class case study and short writing assignments. Instructions will be provided at the time of assignment. *There are no makeup assignments/case studies.* Another student cannot submit an assignment/case study for you. **However, if needed, students will receive credit for one (1) missed in-class assignment.*

These assignments will be assessed at 5% of your course grade.

Examinations – There will be two exams, totaling 25% of your course grade. The first exam is worth 10% and the second exam is worth 15%. The two exams will cover reading and material reviewed in class including classroom discussions and activities. Exams are intended to motivate students to keep up with the course schedule and to integrate ideas and information as we proceed. The format will consist of a combination of multiple choice, short answer, case scenarios and/or essay questions. It is advisable that you attend class, take notes and keep up with your weekly readings so that you are prepared for the examinations.

Please notify me in advance if there are extenuating circumstances that prevent you from taking an exam during the scheduled exam period (“extenuating” circumstances are examined on a case by case basis, and may or may not be approved). Examinations cannot be taken early unless it is pre-approved by me. Make up exams cannot be taken unless there is an emergency. *Written documentation may be required for both scenarios.* **Failure to notify me prior to the exam hour about an unexpected absence (or as soon as prudently possible if there is an emergency) could result in a zero for that grade.** Any exams that I may approve for you to take early or make up after the examination period may not be the same as the exam given during the scheduled exam period; the exam may be an all-essay question exam.

Policy paper - A solid understanding of the policy process and of substance in a policy area of your choice (from a list of approved policy areas), demonstrated in a 10-12 page paper, is the achievement toward which the course builds. The paper is detailed in a separate handout. **The policy paper is assessed at 30% of your course grade.**

Students must use APA style citations. Please refer to <http://www.calstatela.edu/library/styleman.htm> for assistance with the APA citation style. Additional resources will be made available via OAKS.

Interim assignments - These assignments are building blocks toward the policy paper, detailed in a separate handout. **The interim assignments are worth a total of 30% of your course grade.**

Grades will be based on analytical rigor, empirical evidence, and writing skill and will be assessed using the following general guidelines:

A Excellent; Clear, thorough, and well-supported
A– Very good, with few shortcomings; or Clear, but incomplete
B+ Generally clear, but some gaps; or Good, though somewhat unclear
B Gaps in logic and evidence; or Disordered; or Undeveloped
B– Multiple gaps and unclear parts; or Containing contradictions
C+ Unclear throughout; or Wrong question

C Vague and unsupported
C– Very unclear and confusing; or No argument
D+ Unclear and misunderstood; or Incorrect/missing citations throughout
D Very poor
D– Extremely poor
F Insufficient effort; or Dishonesty

Extra Credit: Attendance at Political Events/Lectures with a Written Summary or Volunteer at Political Event/Lecture -

You will be presented with several opportunities to attend events or lectures sponsored by the Political Science department on campus. Many of these opportunities expand your knowledge or politics and governmental public administration.

*Students may attend up to two (2) lectures/events outside of class and in order to receive extra credit must submit a one page (single-spaced) or two-page (double-spaced) response to EACH event/lecture linking the topic of the event/lecture to a class reading/discussion that is well-written, organized and has limited to no grammatical errors. **The instructor will notify the class of events/lectures that qualify and you must submit your summary within a week of the event/lecture to the OAKS dropbox.***

- *The lecture/event opportunities (subject to instructor approval) will be announced in class*
- *Papers will be uploaded to the lecture/event dropbox on OAKS and will be scored with the following rubric:*

	<i>3 –excellent</i>	<i>2- good</i>	<i>1- barely adequate</i>	<i>0-inadequate</i>
<i>Outline event/lecture</i>	<i>Clearly and briefly describes event</i>	<i>Describes event</i>	<i>Little sense of event/lecture</i>	<i>Unclear on nature of event/lecture</i>
<i>Link to class</i>	<i>Uses details and examples to clearly link lecture/event to class reading/discussion</i>	<i>Links lecture/event to class discussion/readings with no example</i>	<i>Brief allusion to class.</i>	<i>No discussion of class readings/discussion</i>
<i>Clarity/writing</i>	<i>Clearly written, well organized, no errors.</i>	<i>One or two errors, clearly written, organized</i>	<i>Multiple errors, lack of clarity.</i>	<i>Multiple errors, disorganized, unclear</i>

**Students will receive up to 5% towards their participation grade for each event/lecture (up to two) For example, if a student receives 100% for their participation grade, they can receive up to 105% for this category for attending one event/lecture and completing a written summary & up to 110% for this category for attending two events/lectures and completing two summaries. Participation and attendance is worth 10% of a students’ total grade.

NOTE: If students *volunteer* at designated events/activities there is no written summary requirement; only documentation that the student volunteered must be submitted via OAKS dropbox.

General Education Social Science Learning Outcome - Successfully completing POLI 211 earns Social Science General Education credit at the College of Charleston and the College has established a General Education learning outcome for students which specifies that upon completion of the course, **students can apply social science concepts, models or theories to explain human behavior, social interactions or social institutions.** This outcome will be assessed for the purposes of General Education through the Policy Paper due Sunday December 3rd. The policy paper is worth 30% of your course grade.

Late Assignments – Any assignments submitted late (without prior approval), will receive a 10% penalty, per day, including weekends (e.g. due date on a Friday, the student submits the paper on Monday. If the student earned an 80% without the late penalty & the assignment is 3 days late: 30% will be taken off of the 80% earned; with the final grade for the student being a 50% F). Assignments that are submitted later than five (5) days after the due date (without the Instructor’s permission) will not be accepted. Assignments submitted after the course has ended (without the Instructor’s permission) will not be accepted.

Methods of Evaluation:

Assessment

Weight

Exams (2)	25% (1 st exam 10%, 2 nd exam 15%)
Interim Assignments	30%
Library Assignment (2%)	
Proposal (2%)	
Annotated Bib (10%)	
Policy Community Map (10%)	
Roundtable Presentation (6%)	
Policy Paper	30%
Attendance/Participation	10%
Writing Assignments/Case Studies	<u>5%</u>
Total:	100%

Grading Scale:

93 – 100	A
89 – 92	A-
85 – 88	B+
81 – 84	B
77 – 80	B-
74 – 76	C+
71 - 73	C
68 – 70	C-
64 – 67	D+
60 – 63	D
56 – 59	D-
55 & Below	F

Week	Topics and reading assignment
1: August 22 & 24	<p>New Student Convocation: Monday August 21, 2017</p> <p>Introduction to course/ What is public policy? Introduce research paper</p> <p style="padding-left: 40px;">James E. Anderson, <i>Public Policymaking</i>, 2013, Ch 1, pp 1-19 (through top of page 19)</p> <p style="padding-left: 40px;">Birkland, Ch 1 and selected pages in Birkland Ch 2 in <i>An Introduction to the Policy Process</i>, 2011(OAKS)</p>
	Part I: The Context of Policymaking
2: August 29 & 31	<p>***No in-class activities this week (Please Complete Assigned Reading and Out of Class OAKS Discussion Board Activities Assigned; Please also watch Frontline Video noted below & upload the completed assignment sheet no later than Monday September 4th at 11:59 p.m. – Found in OAKS Dropbox – you can type directly on the Microsoft Word .doc found there – **Please save a copy before uploading it – or email a copy to yourself**)</p> <p>Environment of the Policy Process: Structural, Social & Political Birkland, Ch. 2 – selected pages (OAKS)</p> <p>Economic Environment: Deficits & Debt & Income Distribution Birkland, Ch. 2 – selected pages (OAKS)</p> <p>Economic Environment: Income Distribution Birkland, Ch. 2 – selected pages (OAKS)</p> <p>“The Great Recession” (OAKS) – Gosling</p> <p>Watch the <i>Frontline</i> Video (Online Streaming – Free Public Access) “Inside the Meltdown” at: http://www.pbs.org/wgbh/pages/frontline/meltdown/view/ After watching the video, complete the assignment sheet (located in OAKS dropbox) and submit via OAKS dropbox by Monday September 4th to OAKS dropbox by 11:59 p.m.</p>
3: September 5 & 7	<p>Historical and Structural Contexts of Public Policymaking</p> <p style="padding-left: 40px;">Anderson, Ch. 2 pp 73 - 78</p> <p>Historical and Structural Contexts: Ideology</p> <p style="padding-left: 40px;">Anderson, Ch. 2 pp 41 - (bottom of pp 41) – pp 50 (top of pp 50); Ch. 4 pp 140 – 150 (middle of the page).</p> <p>Dye, Thomas – <i>Top Down Policymaking</i>. 2001. Chap. 2. Power, Wealth & Policymaking (OAKS)</p>
	Part II: Actors in the policy process
4: September 12 & 14	<p>Policy communities/Social Welfare Policy</p> <p style="padding-left: 40px;">Anderson, Ch 2, pp. 50 – 72</p> <p style="padding-left: 40px;">DiNitto – Introduction: Politics, Rationalism, and Social Welfare Policy (OAKS)</p>

	<p>"Poverty and Welfare" (OAKS) – Rushefsky</p> <p>In-class Poverty Simulation</p> <p>*Library Session Thursday September 14th. Our class meeting will be held in in Addlestone Library with Librarian Burton Callicott (room #122). Attendance at the library session is required. The library assignment can be submitted in the library on September 14th (via OAKS dropbox) or no later than Tuesday September 19th by 11:59 p.m. (via OAKS dropbox). **</p>
<p>5: September 19 & 21</p>	<p>Social security</p> <p>Commission on Social Security Reform (OAKS)</p> <p>DiNitto – Ch. 5 - Preventing Poverty: Social Insurance and Personal Responsibility pp. 101 – 113. (OAKS)</p> <p>Center on Budget and Policy Priorities. Top Ten Facts About Social Security. 2012. (OAKS)</p> <p>Heritage Foundation, "Solutions for America: The Entitlement Crisis," August 17, 2010 (OAKS)</p> <p>***Policy area proposal due by Sunday September 17th at 11:59 pm (via OAKS Dropbox)</p>
<p>6: September 26 & 28</p>	<p>Federalism: Nation and states, Library Session</p> <p>Thomas Dye, Ch. 5 – "Federalism & State Policies" in <i>Understanding Public Policy</i>, Fourteenth Edition, 2013. (OAKS)</p> <p>Martha Derthick, "Federal Government Mandates: Why the States are Complaining," <i>Brookings Review</i>. Fall 1992. (OAKS)</p> <p>National Conference of State Legislatures (State Minimum Wage Chart): http://www.ncsl.org/research/labor-and-employment/state-minimum-wage-chart.aspx</p> <p>National Conference of State Legislatures (State Laws and Actions Challenging Certain Health Care Reforms): http://www.ncsl.org/research/health/state-laws-and-actions-challenging-ppaca.aspx</p> <p>The Sentencing Project: Felony Disenfranchisement : A Primer http://www.sentencingproject.org/doc/publications/fd_Felony%20Disenfranchisement%20Primer.pdf</p> <p>Center for Budget and Policy Priorities, "How Many Weeks of Unemployment Compensation Are Available?" 2015. http://www.cbpp.org/research/economy/policy-basics-how-many-weeks-of-unemployment-compensation-are-available</p>
<p>7: October 3 & 5</p>	<p>Roundtables meet, Exam Review Tuesday October 3rd, Exam 1 Thursday October 5th</p>

	Part III: Steps in the policy process
8: October 10 & 12	<p>Overview of steps, Problem definition / Inequality, Guest Speaker</p> <p>Anderson, Ch. 3, pp. 87-95 (through top paragraph on page 95)</p> <p>DiNitto – Ch. 4 – Ending Poverty: Is It An Issue Anymore?</p> <p><i>State of Working America 2012</i>, Overview, read pp 1 – 15 (top of pp 15); skim the remainder of the report. See: http://stateofworkingamerica.org/subjects/overview/?reader</p> <p>“Rising Inequality and the Middle-Class Squeeze” - Gosling (OAKS)</p> <p>**Guest Speaker Shirley Hinson (Government Relations Director, College of Charleston) – Thursday October 12th</p>
9: (Fall Break) October 17 & October 19 (Class resumes)	<p>Agenda setting, formulation of alternatives</p> <p>Anderson, Ch. 3, pp. 95-108 (reading ends before case studies) & pp. 114 – 122 (The Formulation of Policy Proposals)</p> <p><i>*No Classes Fall Break, Monday October 16th and Tuesday October 17th (unless the college deems necessary for storm makeup)**</i></p>
10:October 24 & 26	<p>Policy adoption / Budgeting</p> <p>Anderson, Ch. 4, pp. 133-134 and 154-165 & Ch. 5</p> <p>Economic and Budgetary Policy (Excerpt) – Kraft and Furlong (OAKS)</p> <p>Annotated bibliography due by Sunday October 29th at 11:59 pm (via OAKS dropbox)</p> <p><i>Roundtable Planning</i></p>
11: October 31 & November 2	<p>Implementation</p> <p>Anderson, Ch. 6</p> <p>Excerpt from Cloete, Wissink & de Coning – <i>Improving Public Policy</i>, 2006 (OAKS)</p> <p>DiNitto – Ch. 2 - Analyzing, Implementing, and Evaluating Social Welfare Policy (Excerpt on Implementation – OAKS)</p> <p>Policy community map due by Sunday November 5th by 11:59 p.m. (via OAKS Dropbox)</p> <p><i>Roundtable Planning</i></p>
12: November 7 & 9	<p>Anderson, Ch. 7</p> <p>Evaluation</p> <p>DiNitto – Ch. 2 - Analyzing, Implementing, and Evaluating Social Welfare Policy (Excerpt on</p>

	Evaluation - OAKS) <i>Roundtable Planning</i>
13: November 14 & 16	Evaluation continued. Exam Review Tuesday November 14th, Exam 2 on Thursday November 16th **Exam 2 Thursday November 16th;
	Part IV: Substantive policy areas
14: November 21 (Class) & 23 (No Class)	Policy area roundtables as assigned (Tuesday November 21 st) No class Thursday November 23 rd (Thanksgiving Break)
15: November 28 & 30	Policy area roundtables as assigned (Tuesday November 28 th & 30 th) Final papers due on Sunday December 3rd
16: Mon. December 4 Tues. December 5 <u>Final Exam Period</u>	Last Official Day of the Semester Reading Day Tuesday December 12, 2017 from 8 a.m. to 11 a.m. Roundtables will be held during the final exam period. Attendance is mandatory for all students, whether you are presenting or not. Double attendance point deductions will be assessed for unexcused absences.

The course schedule is subject to change. Changes will be communicated a minimum of one week prior to any changes